

**NEW MEXICO CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2006 APPLICATION PACKAGE CHECKLIST**

- ☐ 1. **Application Cover Sheet:** Complete Standard Form 424 (SF-424).
- ☐ 2. **Project Abstract:** (2 page maximum)
 - a. Project Title;
 - b. Project Duration;
 - c. Name, address, telephone, email and other contact information for project director;
 - d. Names and affiliations of project collaborators;
 - e. Estimated number of EQIP eligible producers involved in the project;
 - f. Natural resource concern(s)/technology to be addressed;
 - g. List of deliverables/products of project activities;
 - h. Summary of the work to be performed;
 - i. Total project cost; and,
 - j. Total Federal funds requested
- ☐ 3. **Narrative Section:** (10 pages maximum, double spaced, single sided, 12 point font)
 - a. Project background;
 - b. Project objectives;
 - c. Project methods;
 - d. Location and size of project area (include a map if possible);
 - e. Producer participation;
 - f. Project action plan and timeline;
 - g. Project management;
 - h. Benefits or results expected and transferability;
 - i. Project evaluation; and
 - j. Environmental impacts
- ☐ 4. **Budget Information:** Submit a completed SF-424a and a detailed budget narrative.
- ☐ 5. **Declaration of EQIP Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers.
- ☐ 6. **Declaration of Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe or Community-based Organization representing these entities.
- ☐ 7. **Certifications:** Complete Standard Form 424b (SF-424b).
- ☐ 8. **DUNS Number:** For information about how to obtain a DUNS number go to <http://www.grants.gov/RequestaDUNS> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete .
- ☐ 9. **Required CCR Registration:** Visit www.ccr.gov to register.

*All OMB standard forms (SF) necessary for CIG submission are posted on the following OMB website:
http://www.whitehouse.gov/omb/grants/grants_forms.html*